

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

REHABILITATION CONSULTANT MANAGER

JOB DESCRIPTION

Employees in this job direct the work of rehabilitation consultants involved in assisting human service agencies with the development, implementation, and maintenance of rehabilitation programs for persons with disabilities. The employee, in a supervisory capacity under general or administrative supervision, works within general methods and procedures and exercises considerable independent judgment in selecting proper courses of action. The work requires thorough knowledge of the policies, procedures, and regulations of rehabilitation programs and considerable knowledge of supervisory techniques and personnel policies and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Rehabilitation Consultant Manager-3

Rehabilitation Consultant Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Rehabilitation Consultant Manager-4

Rehabilitation Consultant Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Directs the development of program plans, innovative grants, research and demonstration projects, affirmative action programs, and consumer-related programs.

Develops rehabilitation programs in cooperation with other service areas in the department, other departments within state government, and other agencies providing services to individuals with disabilities.

Conducts surveys and research to determine program needs and to develop effective policies, practices, and procedures.

Represents vocational rehabilitation in making interagency agreements with other public and private agencies.

Conducts research, develops training strategies, and provides staff training in an area of/or throughout the state.

Interprets state and federal regulations for field program personnel.

Coordinates agency efforts to develop more effective program instructional materials using a variety of media resources.

Provides assistance to local officials and agencies in developing proposals for federal and state grants for rehabilitation programs for individuals with disabilities.

Directs program staff in the preparation of programs for career development, in-service training, employer services, etc.

Attends state and national conferences considering rehabilitation or related problems.

Reviews and approves program proposals, grant applications, and fee schedules submitted by private rehabilitation facilities which receive federal grants through vocational rehabilitation.

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Directs the statewide planning and coordination of facility development with other Vocational Rehabilitation Services operating units and the Department of Education vocational and special education units.

Reviews and analyzes casework techniques for compliance with state and federal regulations.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and methods of rehabilitation counseling and training.

Thorough knowledge of programs and facilities for individuals with disabilities.

Thorough knowledge of the laws and regulations pertaining to rehabilitation of individuals with disabilities.

Thorough knowledge of federal and state grants available for programs for individuals with disabilities.

Thorough knowledge of the methods and techniques for establishing and improving sheltered workshops and other rehabilitation facilities.

Thorough knowledge of problems faced by individuals with disabilities in attaining personal, social, and economic adjustment.

Thorough knowledge of current developments in the field of vocational rehabilitation.

Considerable knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of labor relations.

Thorough knowledge of equal employment opportunity and affirmative action practices, policies, and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to develop proposals for grants to finance programs for individuals with disabilities.

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Ability to obtain cooperation from local officials and officials of human services agencies.

Ability to work with professional and technical personnel in the area of the work performed.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate with others effectively.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in rehabilitation counseling, guidance and counseling, special education, social work, or an area of human services.

Experience

Rehabilitation Consultant Manager 14

Three years of experience equivalent to a Vocational Rehabilitation Manager 13.

OR

Two years of experience equivalent to a Rehabilitation Consultant 12 or Vocational Rehabilitation Manager 14.

OR

One year of experience equivalent to a Rehabilitation Consultant 13 or Vocational Rehabilitation Manager 15.

Rehabilitation Consultant Manager 15

Four years of experience equivalent to a Vocational Rehabilitation Manager 13.

OR

Three years of experience equivalent to a Vocational Rehabilitation Manager 14.

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OR

Two years of experience equivalent to a Rehabilitation Consultant 13 or Vocational Rehabilitation Manager 13.

OR

One year of experience equivalent to a Rehabilitation Consultant Manager 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
REHCSTMGR	Rehabilitation Consultant Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Rehabilitation Consultant Manager-3	REHAMGR3	NERE-154
Rehabilitation Consultant Manager-4	REHAMGR4	NERE-159

ECP Group 3
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SS/VLWT/MBK/MB/TH